

# HR Polytechnote

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## *New On-Line Learning Management System*



The Division of Human Resources is pleased to announce the implementation of *Traincaster*, an on-line learning management system that the division will be utilizing to provide employee training and development in addition to tracking regulatory compliance.

The online system incorporates both traditional classroom style sessions and web-based training opportunities. At a glance the employee and his/her supervisor can review the courses assigned to the employee's position, what courses the employee may have started or completed, and a schedule of the upcoming courses. In some cases the employee will be able to complete course requirements from any computer, at their desk, and even from home!

As an additional informational tool, employees will receive e-mail notifications from *Traincaster* regarding both completed courses and courses assigned to them but not yet completed. Will Fahey and Cecile Mars will provide informational sessions for divisions in the coming months. Questions should be directed to Will at ext. 2318 and [faheyw@rpi.edu](mailto:faheyw@rpi.edu) or Cecile at ext. 6114 and [marsc@rpi.edu](mailto:marsc@rpi.edu)

## The RENSSELAER MAIL SERVICES

recently received an *Outstanding Partnership Award* from DHL World Wide Express in recognition of outstanding support and dedication of their long-term partnership. Mail Services has used DHL for all of its first class international mail during the last 3.5 years. DHL offers Rensselaer a significant discount and special rates for overnight domestic mail that translates to postage savings of more than \$100,000. The Mail Services will continue to work with DHL and other companies to better serve the Rensselaer community.

# Recognition

## SCOT CREGAN RECEIVES PROMOTION

Scot Cregan, Producer, Distance Education and Multimedia, was selected by the Secretary of the Navy for a promotion from Lieutenant, junior grade (O-2) to full Lieutenant (O-3) in the United States Naval Reserve. LT Cregan is a part-time public affairs officer for the Navy Office of Information in NY City.

## Congratulations to Retirees

**R. Bruce Adams**, Director, Media Relations  
**Alice Donohue**, Coordinator, Career Development Center  
**Erhard Kreml**, Prof., Mech., Aerospace & Nuclear Eng.  
**Norma Misewicz (Jackson)**, Asst. Mgr., RU Bookstore  
**Charles Pfau**, Professor, Biology



# BENEFITS



## Tuition Reimbursement

has become an **EYE-CATCHING** benefit. We would like to offer a few reminders about submitting your reimbursement form to ensure it is processed in a timely manner!

We can assist you to make sure your form is filled in correctly before sending it to HR for processing. Contact Justin Hoin at ext. 6302 for assistance.

Tuition forms for your dependents attending external colleges should be submitted to HR by April 1<sup>st</sup> for Summer Semester; August 1<sup>st</sup> for Fall Semester and December 1<sup>st</sup> for Spring Semester.



If your dependent child attends a university or college in New York State, you should apply for TAP then demonstrate that you've either received or been declined any such TAP awards. We need this information so that we can accurately evaluate your tuition reimbursement form.

It is important that all employees take advantage of this benefit by completing the Tuition Scholarship Request Form and return it to Human Resources. The Tuition Scholarship Request Form can be found at Human Resources' web page:  
<http://www.rpi.edu/dept/hr/forms.html>

## Benefit Changes Done!



The benefit selections you made during open enrollment have been entered into Banner for 2003. All of your benefits selected for 2003 and the amount of payroll deductions appear on your January pay stubs. Take time to review your

paycheck stub and note the payroll deductions. Call 660200154 the Benefits Team at ext. 6302 if you have any questions.

## Review of Staff Employment Process

An effort is underway to evaluate our employment processes involving employee transactions. A team of employees representing schools and divisions from across campus meets weekly to define current processes, discuss issues, and identify solutions. By redefining the employee transaction process, the team expects to improve the first year experience for new employees by increasing the timeliness of processing the transaction forms and the accuracy of information submitted by the hiring managers.

### Team Members

Bonnie Carson, School of Science  
Phylis Federici, School of Engineering  
Dale Masten, School of Architecture  
Susan Garrigan-Piela, School of Humanities & Social Sciences  
Mavourneen Roy, Lally School of Management

Pamela Rochminski, Finance  
Gina Ricci, Finance Division  
Donna Tomlinson, School of Engineering  
Jeff Tanis, School of Science  
Patricia Proper, Provost  
Mary Rose Gallego, DotCIO  
Mark Sullivan, DotCIO  
Anne Bilynsky, Human Resources Division  
Cindy Price, Human Resources Division  
Cindy Kyea, Human Resources Division

### Consultant

Nancy Schultz

### Team Leader

Rita Richardson Salley, Human Resources

### Process Owners

Virginia Gregg, Finance Division  
John Kolb, DotCIO  
Bud Peterson, Provost  
Curtis Powell, Human Resources Division

**Happy Valentines Day**  
**February 14<sup>TH</sup>**

